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**Rules of**  
**Department of Economic Development**  
**Division 150—State Board of Registration**  
**for the Healing Arts**  
**Chapter 4—Licensing of Speech-Language Pathologists**  
**and Audiologists**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 150—State Board of  
Registration for the Healing Arts  
Chapter 4—Licensing of Speech-Language  
Pathologists and Audiologists**

**4 CSR 150-4.010 Applications for  
Licensure**

*PURPOSE:* This rule outlines the procedures for application for licensure as a speech-language pathologist, audiologist, or both.

(1) Applications for licensure must be made on forms prepared by the Advisory Commission for Speech-Language Pathologists and Audiologists. Application forms may be obtained by writing the Advisory Commission for Speech-Language Pathologists and Audiologists, 3605 Missouri Boulevard, P.O. Box 4, Jefferson City, MO 65102, (573) 751-0098.

(2) An application will not be considered as officially submitted unless completely filled out, properly attested and the application fee has been submitted and received by the commission. The application fee must be submitted in the form of a cashier's check, bank draft, post office or express money order payable to the Missouri Board of Healing Arts, drawn on a United States bank or firm in United States currency.

(3) The completed application, including all documents, supporting material and official transcripts required by the commission, must be received at least thirty (30) days before the next regularly scheduled commission meeting. Applications completed fewer than thirty (30) days before the next regularly scheduled meeting may be scheduled for the following regularly scheduled meeting.

(4) Verification of all professional licenses, registrations or certifications held by the applicant to practice as a speech-language pathologist or audiologist, and any other profession in any state(s) or territories shall be submitted to the board directly from the issuing agency. This verification must document the status of such license, registration or certification, the type of license and effective dates.

(5) An applicant shall present with the application a recent, unmounted, identifiable photograph not larger than three and one-half inches by five inches (3 1/2" × 5") nor smaller than two inches by three inches (2" × 3").

(6) Following the commission's review, the applicant will be informed by letter either that the application has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

*AUTHORITY:* sections 345.015, 345.030, 345.050, 345.055 and 345.065, RSMo Supp. 1998.\* Original rule filed Dec. 19, 1975, effective Dec. 29, 1975. Amended: Filed Feb. 4, 1983, effective July 1, 1983. Amended: Filed Aug. 10, 1983, effective Nov. 11, 1983. Rescinded and readopted: Filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.

\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.050, RSMo 1973, amended 1981, 1984, 1985, 1986, 1990, 1995, 1998; 345.055, RSMo 1973, 1981, 1995, 1998; and 345.065, RSMo 1973, 1981, 1995, 1998.



**MISSOURI STATE BOARD OF REGISTRATION  
FOR THE HEALING ARTS  
P.O. Box 4  
Jefferson City, Missouri 65102  
314/751-0144**

Dear Speech Pathologist/Clinical Audiologist:

Transmitted herewith are the materials you will need to make application for licensure to practice speech pathology/clinical audiology in the State of Missouri. Included in the packet are:

1. The application with specific instructions for completing it;
2. A Documents and Fee page which will help you through the application process;
3. A Verification of Licensure form (if necessary, please make additional copies);
4. A booklet containing the text of the Speech Pathology/Clinical Audiology Practice Act and the attendant rules and regulations of the Missouri Board.

It is suggested that you read the Documents and Fee page before beginning the process. Next, read the Practice Act. Besides containing applicant information, this statute governs your professional conduct as a practitioner of speech pathology/clinical audiology in the State of Missouri.

No application can be considered by the Board until the entire file is complete. Therefore, you should not make any firm commitment to actually begin working until you have received notification of licensure in writing from this office. Proof that a speech pathologist/clinical audiologist has practiced speech pathology/clinical audiology in Missouri before becoming licensed, is grounds for denial of licensure.

Please be advised that no application will be processed without a fee. You will be notified in writing, one (1) time if your application is deficient in any way. Therefore, you should allow a minimum of thirty (30) days for the processing of your application once you have filed the completed application and the required documents in this office.

Please be reminded that it is unlawful to misrepresent any material fact, in any way, in connection with application for Missouri licensure. Proof that a speech pathologist/clinical audiologist has misrepresented any material fact is grounds for denial of licensure.

If you have any questions during the process which are not answered in the enclosed material, you may contact the Board of Healing Arts for assistance by dialing 314/751-0144.

Sincerely Yours,

**SPEECH PATHOLOGY/CLINICAL AUDIOLOGY DEPARTMENT**

Enclosures



STATE OF MISSOURI  
 BOARD OF REGISTRATION FOR THE HEALING ARTS  
**SPEECH PATHOLOGY AND/OR CLINICAL AUDIOLOGY APPLICATION**

1. APPLICANT NAME (LAST, FIRST, MIDDLE, MAIDEN)		
2. HOME ADDRESS (P.O. BOX, STREET, CITY, STATE, ZIP)		
HOME TELEPHONE NUMBER		
3. BUSINESS ADDRESS (P.O. BOX, STREET, CITY, STATE, ZIP)		
BUSINESS TELEPHONE NUMBER(S)		
4. PREFERRED MAILING ADDRESS		
<input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS		
5. DATE OF BIRTH	SEX	SOCIAL SECURITY NUMBER
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	

6. EDUCATION			
(State in chronological order, beginning with most recent, the name and location of each institution attended, the dates of attendance, and the degree/area of emphasis)			
NAME AND LOCATION OF INSTITUTION	YEAR FROM	TO	DATE GRADUATED
DEGREE/AREA OF EMPHASIS			

MO 419-1687 (10-89)



7. CERTIFICATE OF CLINICAL COMPETENCE ISSUED IN:			
<input type="checkbox"/>	SPEECH PATHOLOGY	DATE OF ISSUE	CURRENTLY VALID? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	CLINICAL AUDIOLOGY	DATE OF ISSUE	CURRENTLY VALID? <input type="checkbox"/> YES <input type="checkbox"/> NO

8. List all of the states in which you now hold or have ever held a license to practice speech pathology and/or clinical audiology.

STATES	LICENSE NUMBER	DATES HELD

If any of the following questions are answered yes, please give details on a separate sheet.

9. Have you ever been denied a certificate of license, or denied the privilege of taking an examination before any board for speech language pathology or audiology?  YES  NO

10. Has any license or certificate in speech language pathology and/or clinical audiology issued to you been revoked, suspended, or limited in any way?  YES  NO

11. Have you ever surrendered a license issued to you by a governmental licensing agency relating to a profession?  YES  NO

12. Have you ever been convicted of any violation of federal, state or local statute, other than minor traffic violations?  YES  NO

13. Have you ever been, or are you currently being treated for drug or alcohol problems?  YES  NO

14. Have you ever been, or are you currently being treated for a mental illness?  YES  NO

**APPLICANT'S OATH**

State/Providence of \_\_\_\_\_ County/Parish of \_\_\_\_\_

I, \_\_\_\_\_, hereby certify under oath that I am the person named in this application for a license to practice speech pathology/clinical audiology in the State of Missouri; that all statements I have made are true; that I am the original and lawful possessor of and person named in the various documents and credentials furnished to the Board in connection with this application, and the photograph on the following page is an identifiable photograph of myself.

I acknowledge and state that I have read the Practice Act Statutes and the Rules and Regulations that accompanied this application and I have answered all questions in compliance with these instructions. I understand that the fee I submitted is non-refundable.

I further state that by filing this application for a license to practice in the State of Missouri, I hereby authorize and consent to have an investigation made as to my moral character, professional reputation and fitness for the practice of speech pathology/clinical audiology, when in the opinion of the Missouri Board such an investigation is deemed necessary. I agree to give any further information which may be required in reference to my past record. I understand that I will not receive a copy of the report or know its content and I further understand that the contents of the investigative report will be privileged unless determined otherwise by court order.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign) court, association, institution, or other organization pertaining to me to furnish to the Missouri State Board of Healing Arts any such information, including documents, records regarding charges or compliants filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Missouri State Board of Healing Arts or any of its agents or representatives to inspect and make copies of such documents, records, and other information, in connection with this application, subsequent licensure or practice thereunder.



<p>AFFIDAVIT OF THE APPLICANT</p> <p>State of _____ )  ) )</p> <p style="text-align: right;">ss.</p> <p>County of _____ )  ) )</p>	<p style="text-align: center;">A recent, unmounted, identifiable photograph, in size not larger than 3½" X 5" nor smaller than 2" X 3" must be pasted in this space.</p>
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<b>MUST BE SIGNED IN PRESENCE OF NOTARY</b>	APPLICANT SIGNATURE
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NOTARY INFORMATION			
NOTARY PUBLIC EMBOSSER SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 19 _____		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	<b>USE RUBBER STAMP IN CLEAR AREA BELOW</b>
	NOTARY PUBLIC NAME (TYPED OR PRINTED)		

**SPEECH PATHOLOGY/CLINICAL AUDIOLOGY  
DOCUMENTS AND FEES YOU MUST FURNISH  
WITH YOUR APPLICATION**

**1. FEES** — A \$50 fee must be submitted to this office in the form of a money order or Cashier's check payable on or through a United States bank. Do not send a personal check, corporation check or cash. Make fee payable to the Missouri State Board of Healing Arts. Fees are nonrefundable.

**2. OFFICIAL TRANSLATIONS** — If any of your documents, transcripts, etc. are in a foreign language, this Board requires you to furnish an original, official word-for-word translation of that document. THE BOARD'S DEFINITION OF AN OFFICIAL TRANSLATION IS ONE WHICH IS DONE BY A GOVERNMENT OFFICIAL, OFFICIAL TRANSLATION SERVICE, OR A COLLEGE OR UNIVERSITY OFFICIAL IN THE UNITED STATES. The translator must certify that it is a "True translation to the best of his/her knowledge, that he/she is fluent in the language, and is qualified to translate." He/she must sign the translation and his/her signature must be certified by a Notary Public. The translator must also print his/her name and title under the signature. This must be translated on official letterhead.

NOTE: Our Board will accept a translation done by an Official of the American Embassy in a foreign country. The translation must have the Embassy seal placed upon it.

**3. NOTARIZATIONS** — In order that copies of the documents you furnish with your application will not have to be returned to you to be notarized properly, please have the notarizations done as follows:

1. Copies should be notarized as being "True Copy" of the original document by the Notary Public.
2. Affidavits and statements should be notarized as "Subscribed and Sworn to" before a Notary Public. The Notary Public must sign it, date it and affix his/her notary seal to the document. Notary seal must show date of expiration.

NOTE: All notarizations must be done in the United States. Each individual document must be notarized.

**4. MASTER OF ARTS DIPLOMA** — Furnish a notarized copy, no larger than 8½ x 11" of your original Master of Arts Diploma or Master's equivalent.

**5. TRANSCRIPTS** — ALL applicants are required to submit Certified (with school seal affixed) Bachelor of Science and Master of Arts transcripts.

**6. VERIFICATION OF LICENSURE** — If you have ever held a permanent or temporary license in any State/Province (including Canada), the enclosed form must be mailed to each licensing agency in which you now or have ever been licensed to practice as a speech pathologist or a clinical audiologist. This form must be received directly from the state board(s). You may xerox this form for additional copies.

**7. PHOTOGRAPH** — Recent photograph must accompany the application in space provided.

**8. NAME CHANGE** — If your name has changed from that which is shown on any of the documents submitted in support of your application, you will be required to submit one of the following documents for verification:

1. Marriage - Furnish a notarized copy no larger than 8½ x 11" of your marriage certificate.
2. Divorce Decree - Furnish a notarized copy no larger than 8½ x 11" of your divorce decree.
3. Adoption - Furnish a notarized copy no larger than 8½ x 11" of your adoption order.
4. Court Order - Furnish a certified court copy of the name change document.
5. NATURALIZATION - If you have had a name change by naturalization, you will be required to furnish your original Naturalization Certificate to this office for inspection, since it is unlawful to copy that particular document. After we have completed the inspection, we will return your original by certified mail.

**9. CLINICAL COMPETENCY CERTIFICATE** — Furnish a notarized copy, no larger than 8½ x 11" of your CCC (clinical competency certificate) or an original letter of verification of CCCs from ASHA (American Speech and Hearing Association).



STATE OF MISSOURI  
BOARD OF REGISTRATION FOR THE HEALING ARTS

P.O. BOX 4  
JEFFERSON CITY, MISSOURI 65102  
(314) 751-0144

**VERIFICATION OF LICENSURE SPEECH PATHOLOGY/CLINICAL AUDIOLOGY**

I, \_\_\_\_\_, hereby authorize and request the state board of \_\_\_\_\_ having control of any documents, records and other information pertaining to me to furnish to the MISSOURI STATE BOARD FOR THE HEALING ARTS, information including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent information.

SIGNATURE OF APPLICANT	LICENSE NUMBER	ISSUE DATE
NAME IN FULL (PLEASE PRINT)	DATE OF BIRTH	SOCIAL SECURITY NO. (identification purposes)
OTHER NAMES USED IN OBTAINING LICENSURE		
CURRENT ADDRESS (street, city, state and zip code)		

THE FOLLOWING SECTION MUST BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MISSOURI BOARD OF HEALING ARTS.

STATE OF	FULL NAME OF LICENSEE	
GRADUATE OF	LICENSE NUMBER	ISSUE DATE
LICENSE METHOD <input type="checkbox"/> CCC ENDORSEMENT <input type="checkbox"/> STATE BOARD EXAM <input type="checkbox"/> RECIPROCITY W/ _____ <input type="checkbox"/> OTHER (SPECIFY)		

- |  |     |    |
|--|-----|----|
| 1. HAS THE APPLICANT EVER BEEN NOTIFIED OR REQUESTED TO APPEAR BEFORE ANY LICENSING OR DISCIPLINARY AUTHORITY IN YOUR STATE? <b>IF YES, ATTACH DETAILS</b>         | YES | NO |
| 2. HAS APPLICANT EVER BEEN THE SUBJECT OF COMPLAINTS OR CHARGES RECEIVED BY A DISCIPLINARY AUTHORITY IN YOUR STATE? <b>IF YES, ATTACH DETAILS</b>                  |     |    |
| 3. HAS THE APPLICANT EVER BEEN WARNED, CENSURED OR DISCIPLINED IN ANY MANNER BY A LICENSING OR DISCIPLINARY AUTHORITY IN YOUR STATE? <b>IF YES, ATTACH DETAILS</b> |     |    |
| 4. HAS ANY APPLICATION FOR INITIAL LICENSURE OR REINSTATEMENT EVER BEEN DENIED? <b>IF YES, ATTACH DETAILS</b>  |     |    |

COMMENTS, IF ANY

BOARD SEAL	SIGNATURE AND TITLE	DATE
	STATE BOARD	

**4 CSR 150-4.020 Examinations**

*PURPOSE:* This rule outlines the requirements and procedures for obtaining a speech-language pathology or audiology license, or both, by examination.

(1) The examination given pursuant to section 345.050.1(4), RSMo shall be the National Examination for Speech-Language Pathology and Audiology.

(2) The candidate shall submit the applicable nonrefundable licensing application fee to the commission and shall meet the requirements of section 345.050.1(1)–345.050.1(3), RSMo prior to taking the examination. If the commission finds that the applicant has met these qualifications, it then shall be the responsibility of the candidate to contact the National Teachers Examination Program Policy Council, Praxis Series at Post Office Box 6051 in Princeton, NJ 08541-6051; or its successor, to sit for the examination.

(3) The candidate shall have the Praxis Series of the National Teachers Examination Program Policy Council; or its successor, notify the commission of the candidate's test result(s), in writing.

(4) The passing score required for licensure must meet the minimum score required for the certificate of clinical competence as set by the American Speech-Language-Hearing Association.

(5) A candidate approved by the commission for an examination shall take that examination within one (1) year from the date of the initial commission approval. If the candidate has not taken the examination by the end of the one (1)-year period the candidate must resubmit an application form and the application fee for commission consideration.

(6) Following the commission's review, the applicant will be informed by letter either that the application has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

*AUTHORITY:* sections 345.030 and 345.050, RSMo Supp. 1998.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.

\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998 and 345.050, RSMo 1973, amended 1981, 1984, 1985, 1986 and 1990, 1995, 1998.

**4 CSR 150-4.030 Reexamination**

*PURPOSE:* This rule outlines the requirements and procedures for retaking the licensure examination for speech-language pathologists or audiologists, or both.

(1) A candidate whose license has lapsed for more than three (3) years, pursuant to section 345.055(1), RSMo, must submit a new application (see 4 CSR 150-4.010) pursuant to 4 CSR 150-4.010 and 4 CSR 150-4.020. The board may require such applicants to be reexamined pursuant to section 345.055(1), RSMo.

(2) A candidate who is reexamined because of a lapsed license and who fails the reexamination is disqualified from retaking the examination until the applicant satisfies requirements of the commission. This requires the applicant to meet with the commission, for the commission to specify further education and experience needed and for the applicant to document that these requirements have been satisfied.

(3) All other candidates may retake the examination two (2) subsequent times. Both of the two (2) subsequent reexaminations must be retaken within three (3) years of the date of the approval of the candidate's application. A candidate who fails the initial examination and fails two (2) subsequent reexaminations shall be disqualified until the applicant satisfies requirements of the commission. This requires the applicant to meet with the commission, for the commission to specify further education and experience needed and for the applicant to document that these requirements have been satisfied before being allowed to take the examination for the final time.

(4) If the candidate has not taken the subsequent two (2) reexaminations by the end of the three (3)-year period prescribed in this rule, the initial commission approval to sit for the examinations shall then become invalid and in order to be considered for further reexamination, the applicant shall file a complete new application including the nonrefundable application fee with the commission.

*AUTHORITY:* sections 345.030 and 345.050 and 345.055, RSMo Supp. 1998.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.

\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.050, RSMo 1973, amended 1981, 1984,

1985, 1986, 1990, 1995, 1998; and 345.055, RSMo 1973, amended 1981, 1995, 1998.

**4 CSR 150-4.040 Internationally Trained Applicants**

*PURPOSE:* This rule outlines the requirements and procedures for internationally trained applicants applying for a speech-language pathology or audiology license, or both.

(1) All internationally trained applicants applying for a license to practice shall complete the requirements specified in rules 4 CSR 150-4.010 and 4 CSR 150-4.020 and submit the nonrefundable application fee.

(2) An internationally trained applicant graduating from a college or university which is not approved and accredited by the American Speech-Language and Hearing Association shall be required to obtain a credential evaluation verifying the applicant's professional degree. The credential evaluation service must be approved by the commission.

*AUTHORITY:* sections 345.020 and 345.050, RSMo Supp. 1998.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.

\*Original authority: 345.020, RSMo 1973, amended 1995, 1998 and 345.050, RSMo 1973, amended 1981, 1984, 1985, 1986, 1990, 1995, 1998.

**4 CSR 150-4.050 Renewal of License**

*PURPOSE:* This rule provides information to speech-language pathologists and audiologists in Missouri regarding renewal of licensure.

(1) A license may be renewed on or before the expiration of the license by submitting the signed renewal notice and fee to the commission.

(2) The commission shall mail an application for renewal to each person licensed in this state at the last known mailing address. The failure to mail the application or the failure to receive it does not, however, relieve any person of the duty to renew and to pay the fee required nor provide exemption from the penalties provided for failure to renew. Renewal forms postmarked by the post office February 1 or after will be considered delinquent. Should January 31 fall on a Saturday, Sunday or legal holiday, renewal forms postmarked by the post office on the next business day will not be considered delinquent.

(3) Any person practicing any of the acts as set forth in section 345.015, RSMo with an expired license shall be subject to discipline under sections 345.065 and 345.075, RSMo.

(4) Effective February 1, 2001, all licenses, except provisional licenses, issued pursuant to Chapter 345, RSMo shall expire biennially in odd-numbered years, with the first renewal cycle beginning February 1, 2001 and ending January 31, 2003.

*AUTHORITY: sections 345.030, 345.055, 345.065 and 345.075, RSMo Supp. 1998.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.055, RSMo 1973, amended 1981, 1995, 1998; 345.065, RSMo 1973, amended 1981, 1995, 1998; and 345.075, RSMo 1973, amended 1981, 1995, 1998.*

**4 CSR 150-4.051 Definitions**

*PURPOSE: This rule defines the terms used throughout this chapter.*

(1) For the purpose of this chapter, the following definitions shall apply:

(A) Commission—means the Advisory Commission for Speech-Language Pathologists and Audiologists;

(B) Board—means the Missouri State Board of Registration for the Healing Arts;

(C) Licensee—means any person licensed to practice speech-language pathology and/or audiology in the state of Missouri;

(D) Hour of continuing education—means a minimum of fifty (50) minutes and up to a maximum of sixty (60) minutes spent in actual attendance at and/or completion of an approved continuing education activity; continuing education units (CEUs) are rounded down to the nearest hour; and

(E) One (1) continuing education unit (CEU)—is equivalent to ten (10) clock hours of approved continuing education (i.e. ten (10) clock hours = 1.0 CEU, one (1) clock hour = 0.1 CEU).

*AUTHORITY: sections 345.030 and 345.051, RSMo Supp. 1999.\* Original rule filed Nov. 17, 1997, effective June 30, 1998. Amended: Filed Nov. 16, 1998, effective July 30, 1999. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998 and 345.051, RSMo 1990, amended 1995, 1998.*

**4 CSR 150-4.052 Continuing Education Requirements**

*PURPOSE: This rule details the board’s minimum continuing education requirement for renewal or reinstatement of a speech-language pathology and/or audiology license, and specifies the record documentation requirements.*

(1) Each licensee shall biennially complete and report at least thirty (30) hours of continuing education. A person holding licensure in both speech-language pathology and audiology shall biennially collect and report at least thirty (30) hours of continuing education in speech-language pathology and at least thirty (30) hours in audiology. The board shall not issue a renewal of a licensee’s certificate of registration unless the licensee documents completion of thirty (30) hours of continuing education in the immediately preceding reporting period.

(2) The period for completion of the continuing education requirements shall be the twenty-four (24)-month period beginning January 1 and ending December 31 of each reporting period. Continuing education hours cannot be carried over into the next reporting period. A licensee who has failed to obtain and report, in a timely fashion, the required thirty (30) hours of continuing education shall not engage in the practice of speech-language pathology and/or audiology unless an extension is obtained and approved pursuant to rule 4 CSR 150-4.054.

(3) Each licensee shall certify by signature, on his/her licensure renewal form, under penalty of perjury, that s/he has completed the required thirty (30) hours of continuing education, and that the continuing education obtained meets the qualifying criteria specified in rule 4 CSR 150-4.053.

(4) Each licensee shall retain records documenting his/her attendance at and completion of the required hours of continuing education for a minimum of three (3) years after the reporting period in which the continuing education was completed. The records shall document the titles of the courses taken, dates, locations, course sponsors, category of hours earned, and number of hours earned. The board may conduct an audit of licensees to verify compliance with the continuing education requirement. Licensees shall assist the board in its audit by providing timely and complete responses to the board’s inquiries.

(5) To reinstate the license of a speech-language pathologist and/or audiologist whose license has been in a noncurrent state for any reason, for a period of three (3) years or less, that licensee shall obtain, in addition to any other requirements of law, all the continuing education that the licensee would otherwise have been required to obtain if the license had been current and active during that period. To reinstate a license which has been noncurrent for any reason, for more than three (3) years, that licensee shall comply with rule 4 CSR 150-4.030 and any other requirements of law. No license shall be reinstated unless and until all required continuing education is obtained and reported to the board and all other requirements of law have been satisfied.

(6) Violation of any provision of this rule shall constitute misconduct, fraud, misrepresentation, dishonesty, unethical conduct or unprofessional conduct in the performance of the functions or duties of a speech-language pathologist and/or audiologist depending on the licensee’s conduct. In addition, a licensee who has failed to complete and report in a timely fashion the required hours of continuing education and engages in the active practice of speech-language pathology and/or audiology without the express written authority of the board shall be deemed to have engaged in the unauthorized practice of speech-language pathology and/or audiology and punishable as such under section 345.075, RSMo.

(7) Provisional licensees are exempt from obtaining continuing education until such time as a permanent license is issued.

*AUTHORITY: sections 345.030, 345.051 and 345.075, RSMo Supp. 1998.\* Original rule filed Nov. 17, 1997, effective June 30, 1998. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.051, RSMo 1990, amended 1995, 1998; and 345.075, RSMo 1973, amended 1981, 1995, 1998.*

**4 CSR 150-4.053 Acceptable Continuing Education**

*PURPOSE: This rule defines acceptable continuing education activity, and details the documentation necessary as proof of compliance with the continuing education requirement.*

(1) A minimum of twenty (20) hours of the required thirty (30) hours of continuing education must be obtained as follows:

(A) Activity approved by the American Speech-Language-Hearing Association (ASHA), the American Academy of Audiology (AAA), the American Medical Association (AMA), or courses sponsored by the Missouri Speech-Language-Hearing Association (MSHA) or the Missouri Academy of Audiology (MAA), the Department of Elementary and Secondary Education (DESE), or the Council for Exceptional Children (CEC); and/or

(B) Academic coursework at a regionally accredited college or university in subject matter as specified in subsection (2)(D) of this rule.

(2) A maximum of ten (10) hours of the required thirty (30) hours of continuing education may be obtained from entities other than those specified in subsection (1)(A), as follows:

(A) Activity that can be documented by the licensee as an organized program of learning;

(B) Is conducted by individuals who have education, training, or experience by reason of which said individuals may be considered qualified to present the subject matter of the program;

(C) Contributes to the professional competence of the licensee; and

(D) Pertains to subject matters which integrally relate to the practice of speech-language pathology, audiology or both, which is described as—

1. Basic communication processes—information (beyond the basic certification requirements) applicable to the normal development and use of speech, language, and hearing, i.e. anatomic and physiologic bases for the normal development and use of speech, language, and hearing; physical bases and processes of the production and perception of speech, language, and hearing; linguistic and psycholinguistic variables related to normal development and use of speech, language, and hearing; and technological, biomedical, engineering, and instrumentation information which would enable expansion of knowledge in the basic communication processes. Any computer course used for continuing education must involve the actual application to the communicatively impaired population;

2. Professional areas—information pertaining to disorders of speech, language, and hearing, i.e. various types of disorders of communication, their manifestations, classification and causes; evaluation skills, including procedures, techniques, and instrumentation for assessment; and management procedures and principles in habilitation and reha-

bilitation of communication disorders. The board shall accept dysphagia courses provided by qualified instructors; and

3. Related areas—study pertaining to the understanding of human behavior, both normal and abnormal, as well as services available from related professions which apply to the contemporary practice of speech-language pathology/audiology, e.g., theories of learning and behavior; services available from related professions that also deal with persons who have disorders of communications; information from these professions about the sensory, physical, emotional, social or intellectual states of child or adult; and other areas such as general principles of program and business management, professional ethics, clinical supervision, counseling and interviewing.

(3) For the purpose of this rule, thirty (30) days spent in a clinical fellowship during a reporting period shall satisfy the required continuing education requirement for that reporting period.

(4) Documentation of continuing education compliance shall be evidenced by—

(A) A Continuing Education Registry Form from the American Speech-Language-Hearing Association (ASHA), Missouri Speech-Language-Hearing Association (MSHA), American Medical Association (AMA), American Academy of Audiology (AAA) or the Missouri Academy of Audiology (MAA), the Department of Elementary and Secondary Education (DESE), or the Council for Exceptional Children (CEC); specifically listing the continuing education obtained by the licensee and the dates of obtainment; or

(B) A certificate of attendance provided by a sponsor which contains the date of program, the program title and presenter(s), program site, number of clock hours attended, name of sponsor and name of licensee; or

(C) A personal letter to the licensee which contains the date of the program, the program title and presenter(s), program site, number of clock hours attended, name of sponsor, name of licensee and is signed by a program official; or

(D) An official transcript, from a regionally accredited college or university, indicating successful completion of academic coursework in appropriate subject matter as specified in subsection (2)(D) of this rule. One (1) semester hour of coursework is equivalent to fifteen (15) hours of continuing education and one-quarter (1/4) hour of coursework is equivalent to ten (10) hours of continuing education.

*AUTHORITY: sections 345.030 and 345.051, RSMo Supp. 1998.\* Original rule filed Nov. 17, 1997, effective June 30, 1998. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998 and 345.051, RSMo 1990, amended 1995, 1998.*

#### 4 CSR 150-4.054 Continuing Education Extensions

*PURPOSE: This rule details the requirements for licensed speech-language pathologists and audiologists requesting an extension of time to complete the required continuing education hours necessary for licensure renewal.*

(1) A licensee who cannot complete the required hours of continuing education because of personal illness, military service or other circumstances beyond the licensee's control which the board deems to be sufficient to impose an insurmountable hardship may apply for an extension of time to complete the continuing education requirements. Any extension of time to complete the continuing education requirements will be granted solely in the discretion of the board. The licensee must make a written application for extension of time prior to the December 31 deadline for completion of the continuing education requirement. The application for extension shall be accompanied by a processing fee as specified in rule 4 CSR 150-4.060, together with the application for extension. The licensee shall provide full and complete written documentation of the grounds supporting the reasons for which an extension is sought. A licensee who requests an extension of time to complete the required hours of continuing education shall not engage in active practice of speech-language pathology and/or audiology until the board grants the licensee's request for extension and the licensee receives express written authorization to do so.

(A) Military service extensions may be granted only to a licensee who was absent from the United States for at least a majority of the reporting period due to his/her military service commitment under combat circumstances or pursuant to a state of national emergency. At a minimum, the licensee must submit written documentation from the appropriate military authorities verifying the licensee's military service commitment and the periods during which the commitment was being fulfilled under a combat or national emergency status; the number of hours earned during the reporting period and a plan

for completing the balance of the required continuing education.

(B) Illness extensions may be granted only to a licensee who has suffered a personal illness or personal disability of a nature as to prevent him/her from engaging in the active practice of speech-language pathology and/or audiology for at least a majority of the reporting period. At a minimum, the licensee shall provide the board with written documentation from the licensee's treating physician stating the nature of the illness or disability, the period of the illness or disability, any limitations on the licensee's activities which resulted from the illness or disability; and a statement from the licensee reporting the number of hours earned in the reporting period and a plan for completing the balance of the required continuing education.

(C) The board, solely in its discretion, may grant an extension on unforeseeable circumstances beyond the licensee's control which impose an insurmountable hardship precluding the licensee from obtaining the required continuing education. At a minimum, the licensee must provide written documentation explaining specifically and in detail the nature of the circumstances, why the circumstances were unforeseeable and beyond the licensee's control, the period during which the circumstances were in existence, the number of continuing education hours earned in the reporting period and the licensee's plan for completing the balance of the required continuing education. The board, in its discretion, shall determine if the situation described in the licensee's application constitutes unforeseeable circumstances beyond the licensee's control which impose an insurmountable hardship precluding the licensee from obtaining the required continuing education.

(2) A licensee who is granted an extension of time shall complete the balance of his/her continuing education requirements no later than February 28 immediately following the end of the reporting period for which an extension was sought and shall provide the board with written documentation of his/her completion of the continuing education requirements no later than March 10 immediately following the end of the reporting period for which an extension was sought. Failure to complete the continuing education requirements by February 28 or to file the documentation with the board by March 10 shall constitute a violation of section 345.051, RSMo and this rule.

(3) An extension of time shall not be granted to any licensee who obtained an extension in

the immediately preceding reporting period in which the licensee held an active license, except in the case of a licensee who is unable to complete the requirements due to military service commitment pursuant to a combat or national emergency assignment.

(4) Violation of any provision of this rule shall constitute misconduct, fraud, misrepresentation, dishonesty, unethical conduct or unprofessional conduct in the performance of the functions or duties of a speech-language pathologist and/or audiologist depending on the licensee's conduct. In addition, a licensee who has failed to complete and report in a timely fashion the required hours of continuing education and engages in the active practice of speech-language pathology and/or audiology without the express written authority of the board shall be deemed to have engaged in the unauthorized practice of speech-language pathology and/or audiology and punishable as such under section 345.075, RSMo.

*AUTHORITY: sections 345.030, 345.051 and 345.075, RSMo Supp. 1998.\* Original rule filed Nov. 17, 1997, effective June 30, 1998. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.051, RSMo 1990, amended 1995, 1998; and 345.075, RSMo 1973, amended 1981, 1995, 1998.*

**4 CSR 150-4.055 Applicants for Provisional Licensure**

*PURPOSE: This rule provides the requirements for speech-language pathology and audiology provisional licensure pursuant to section 345.022, RSMo.*

(1) Applicants for provisional licensure are required to make application on forms prepared by the board.

(2) No application will be considered unless fully and completely made out on the specified form and properly attested.

(3) Applications shall be sent to the State Board of Registration for the Healing Arts, P.O. Box 4, Jefferson City, MO 65102.

(4) The fee for provisional licensure shall be an appropriate fee, to be established by the board. The fee shall be sent in the form of a bank draft, post office money order or express money order payable on a United States Bank made payable to the State Board of Registration for the Healing Arts. Personal

and/or corporate checks will not be accepted. No application will be processed until the licensure fee is received.

(5) The applicant shall attach to the application a recent photograph not larger than three and one-half inches by five inches (3 1/2" x 5").

(6) Applicants for provisional licensure must submit the following documentation:

(A) Proof of receipt of a master's or doctoral degree from an institution accredited by the American Speech-Language-Hearing Association accrediting body, in the area for which licensure is sought. Documentation shall be provided on the board-prescribed form and submitted directly to the board from the program director of the accredited institution;

(B) Proof of passage of the National Examination in Speech-Language Pathology and/or Audiology. Examination scores must be submitted to the board directly from the Educational Testing Service. The passing score shall remain consistent with the passing score set by the American Speech-Language-Hearing Association, on the date of licensure application;

(C) Applicants shall provide, on forms prescribed by the board, a plan for completion of the supervised postgraduate professional experience. This form must be signed by a supervisor holding current permanent Missouri licensure, in the area in which the applicant seeks licensure. The plan shall consist of at least thirty-six (36) weeks of full-time professional experience. A minimum of thirty (30) hours of work per week constitutes full-time employment. If the applicant works twenty-five to twenty-nine (25-29) hours per week, the length of the experience must be at least forty-eight (48) weeks. If the applicant works twenty to twenty-four (20-24) hours per week, the length of the experience must be at least sixty (60) weeks. If the applicant works fifteen to nineteen (15-19) hours per week, the length of the experience must be at least seventy-two (72) weeks;

(D) At the conclusion of the supervised postgraduate experience period, the supervisor and the provisional licensee shall sign and submit a board prescribed report which documents completion of the experience; and

(E) Verification of licensure or registration to practice in another state or territory shall be submitted to the board directly from the licensing/registration agency.

(7) Provisional licensees who change their clinical fellowship site, clinical fellowship supervisor, or the number of hours worked

per week, must submit, on forms prescribed by the board, the revised plan for completion of the supervised postgraduate professional experience, no later than four (4) weeks after initiating the change. The change must be approved by the board in order to receive credit.

(8) Applicants seeking provisional licensure in both speech-language pathology and audiology shall meet the qualifications and submit the required documentation as stated above for both professions.

(9) The provisional license is valid for one (1) year. The license may be renewed one (1) time with board approval. Applicants may apply for provisional licensure renewal pursuant to 4 CSR 150-4.056.

(10) When an applicant has filed his/her application and the appropriate fee for provisional licensure, and the application is denied by the board or subsequently withdrawn by the applicant, the fee will be retained by the board as a service charge.

(11) An applicant may withdraw his/her application for provisional licensure anytime prior to the board's vote on his/her candidacy for licensure.

*AUTHORITY: sections 345.022 and 345.030, RSMo Supp. 1999.\* Original rule filed July 12, 1996, effective Jan. 30, 1997. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.022, RSMo 1995, amended 1998 and 345.030, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.056 Applicants for Provisional Licensure Renewal

*PURPOSE: This rule provides the requirements for speech-language pathology and audiology provisional licensure renewal pursuant to section 345.022, RSMo.*

(1) Upon submission of a properly completed renewal application and fee, a provisional license may be renewed, only once, making a provisional license valid for a maximum lifetime of two (2) years.

(2) The fee for provisional licensure shall be an appropriate fee, to be established by the board.

(3) Applicants for provisional licensure renewal must submit the following documentation if not provided with initial application:

- (A) Proof of receipt of a master's or doc-

toral degree from an institution accredited by the American Speech-Language-Hearing Association accrediting body, in the area for which licensure is sought. Documentation shall be provided on the board-prescribed form and submitted directly to the board from the program director of the accredited institution;

(B) Proof of passage of the National Examination in Speech-Language Pathology and/or Audiology. Examination scores must be submitted to the board directly from the Educational Testing Service. The passing score shall remain consistent with the passing score set by the American Speech-Language-Hearing Association, on the date of licensure application; and

(C) Verification of licensure or registration to practice in another state or territory shall be submitted to the board directly from the licensing/registration agency.

*AUTHORITY: sections 345.022 and 345.030, RSMo Supp. 1999.\* Original rule filed July 12, 1996, effective Jan. 30, 1997. Amended: Filed Aug. 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.022, RSMo 1995, amended 1998 and 345.030, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.060 Fees

*PURPOSE: This rule establishes the fees for speech pathologists or clinical audiologists, or both.*

(1) The following fees are established by the Advisory Commission for Speech-Language Pathologists and Audiologists and are payable in the form of a cashier's check or money order:

(A) Licensure Application Processing Fee	\$50.00
(B) Biennial Licensure Renewal Fee— —Odd Numbered Years (personal checks acceptable)	\$50.00
(C) Reinstatement Fee	\$25.00
(D) Continuing Education Extension Fee (personal checks acceptable)	\$15.00.

(2) The following fees apply to speech-language pathology and audiology aides:

(A) Registration Application Processing Fee	\$25.00
(B) Biennial Registration Renewal Fee— —Odd Numbered Years (personal checks acceptable)	\$20.00
(C) Reinstatement Fee	\$10.00.

(3) The following fees apply to speech-language pathology and audiology provisional licensees:

(A) Provisional Licensure Application Processing Fee	\$50.00
(B) Provisional Licensure Renewal Fee	\$50.00.

(4) The following fees apply to speech-language pathology assistants:

(A) Registration Application Processing Fee	\$25.00
(B) Biennial Registration Renewal Fee— —Odd Numbered Years (personal checks acceptable)	\$20.00
(C) Reinstatement Fee	\$10.00

(5) All fees are nonrefundable.

(6) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

*AUTHORITY: sections 345.015, 345.022, 345.030, 345.045 and 345.055, RSMo Supp. 1999.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed April 2, 1992, effective Dec. 3, 1992. Amended: July 12, 1996, effective Jan. 30, 1997. Amended: Filed Nov. 17, 1997, effective June 30, 1998. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.022, RSMo 1995, amended 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.045, RSMo 1973, amended 1981, 1998; and 345.055, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.070 Name and Address Changes

*PURPOSE: This rule outlines the requirements and procedures for notifying the commission of name and address changes.*

(1) An individual practicing under a license or registration issued by the commission shall ensure that the current license and/or registration bears the current legal name of that individual.

(2) A licensee or registrant whose name is changed by marriage or court order promptly shall—

(A) Notify the commission of this change and provide a notarized copy of the appropriate document indicating this change; and

(B) Request from the commission a new license and/or registration bearing the individual's new legal name.

(3) A licensee or registrant whose address, as it appears on the license and/or registration, has changed must inform the commission of all changes by sending a letter to the commission's office in Jefferson City, Missouri within thirty (30) days of the effective date of the change.

*AUTHORITY: sections 345.015, 345.020, 345.022, 345.051 and 345.075, RSMo Supp. 1998.\* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.020, RSMo 1973, amended 1995, 1998; 345.022, RSMo 1995, amended 1998; 345.051, RSMo 1990, amended 1995, 1998; and 345.075, RSMo 1973, amended 1981, 1995, 1998.*

#### **4 CSR 150-4.080 Ethical Standards**

*PURPOSE: This rule defines the form and content of ethical standards for speech pathologists, clinical audiologists, or both. For purposes of this rule, the term individual shall mean licensed speech pathologists, clinical audiologists, or both.*

(1) The protection of the public health, safety and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all individuals whose activities are regulated by the commission.

(2) Individuals licensed by the commission shall—

(A) Practice in a manner that is in the best interest of the public and does not endanger the public health, safety or welfare;

(B) Be able to justify the need for all services rendered to clients;

(C) Practice only within the competency areas for which they are qualified by training, experience, or both;

(D) Report to the commission known or suspected violations of the laws and regulations governing the practice of speech pathology, clinical audiology, or both;

(E) Use only those educational credentials and titles in association with their licensure and practice as a speech pathologist, clinical audiologist, or both, that have been earned at an accredited educational institution and that

are directly related to speech pathology, clinical audiology, or both;

(F) Use only indicators of current speech pathology, clinical audiology, or both, related credentials, such as the certificate of clinical competence, in association with their licensure and practice as professional speech pathologists, clinical audiologists, or both;

(G) Neither accept nor give commissions, rebates or other forms of remuneration for referral of clients for professional services or professional products;

(H) Ensure that fees and billing arrangements for services and products are available for review by the client;

(I) Not reveal to unauthorized persons any professional or personal information obtained from the client served professionally, unless required by law or unless necessary to protect the welfare of the client or the community;

(J) Ensure the welfare of clients is in no way compromised in any experimentation or research involving those clients;

(K) Ensure when advertising their services to the public that this advertising is neither fraudulent nor misleading;

(L) Not willfully or continually overcharge or overtreat clients, or charge for visits to the licensee's office which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the client's record;

(M) Not attempt, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a client or discourage the use of a second opinion or consultation; and

(N) Respond to all requests for information and all other correspondence from the commission.

(3) Individuals who dispense products to clients served professionally shall observe the following standards:

(A) Products associated with professional practice must be dispensed to the client served as a part of a program of comprehensive rehabilitative care;

(B) Fees established for professional services must be independent of whether a product is dispensed;

(C) Clients served must be provided freedom of choice for the source of services and products; and

(D) Products dispensed to the client served must be evaluated to determine effectiveness.

(4) The failure of the speech pathologist, clinical audiologist, or both to abide by any ethical standard set forth in this rule shall constitute misconduct and likewise be grounds for disciplinary proceedings.

*AUTHORITY: sections 345.030, 345.050 and 345.065, RSMo 1986.\* Original rule filed July 1, 1988, effective Oct. 27, 1988.*

*\*Original authority: 345.030, RSMo 1973, amended 1981; 345.050, RSMo 1973, amended 1981, 1984, 1985, 1986, 1990; and 345.065, RSMo 1973, amended 1981.*

#### **4 CSR 150-4.085 Administration of Hearing Screening Tests**

*PURPOSE: This rule defines the scope of administration for speech-language pathologists performing hearing screening tests.*

(1) Licensed speech-language pathologists may administer pure-tone air conduction hearing screening and screening tympanometry tests. Audiological tests performed for the purpose of diagnosis or treating disorders of hearing shall not be conducted by speech-language pathologists.

(2) Speech-language pathologists may perform automated Auditory Brain-Stem Response (ABR) (also known as Auditory Evoked Potential (AEP)) screening pursuant to the following restrictions:

(A) The speech pathologist may not interpret test results;

(B) Test data must be referred to an audiologist licensed under Chapter 345, RSMo for interpretation. Interpretation shall not mean making a medical diagnosis relating to a patient examination; and

(C) A licensed audiologist must assume responsibility for all referred patients.

*AUTHORITY: section 345.015, RSMo Supp. 1998.\* Original rule filed June 4, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998.*

#### **4 CSR 150-4.090 Public Complaint Handling and Disposition Procedure**

*PURPOSE: The Missouri Speech-Language Pathology and Audiology Advisory Commission receives public complaints concerning alleged violations of Chapter 345, RSMo. This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to section 345.065, RSMo.*

(1) Consumer complaints concerning alleged violations of Chapter 345, RSMo shall be handled as provided in this section.

(A) Any member of the public or profession, or any federal, state or local official, may make and file a complaint with the commission. The complaint may be against anyone licensed under Chapter 345, RSMo or an unlicensed individual or entity and may allege acts or practices which may constitute a violation of any provision of Chapter 345, RSMo. No member of the commission shall file a complaint with the commission while holding that office unless that member is excused from further commission deliberations or activity concerning the matter alleged within that complaint. The executive secretary or any administrative staff member of the commission or board may file a complaint in the same manner as any member of the public.

(B) Each complaint must be typed or handwritten and signed by the complainant. Oral, telephone or written, but unsigned, communications will not be considered or processed as complaints. Complaints shall fully identify the nature of the complaint, show the name, address and telephone number of the complainant and be mailed or delivered to the following address: Missouri Speech-Language Pathology and Audiology Advisory Commission, P.O. Box 4, Jefferson City, MO 65102.

(C) Each signed, written complaint received under this notice shall be logged in and maintained by the commission. Complaints shall be logged in consecutive order as received. The log shall contain, if known by the commission, a record of each complainant's name and address; the name and address of the subject of the complaint; the date each complaint is received by the commission; a brief statement of the acts complained of, including whether the complaint resulted in its dismissal by the board or whether formal charges have been or will be filed with the Administrative Hearing Commission or what the ultimate disposition of the complaint was; and further information as the board may direct.

(D) Each complaint made in accordance with this rule shall be acknowledged in writing and may be investigated. If a complaint is investigated, the complainant shall be informed in writing after the investigation is completed as to whether the investigation resulted in the complaint's dismissal by the board or whether formal charges have been or will be filed with the Administrative Hearing Commission or what the ultimate disposition of the complaint was. The provisions of this subsection shall not apply to complaints filed by staff members of the commission or board based on information and belief, acting in reliance to third-party

information received by the commission or board.

(2) This rule shall not be deemed to limit the board's authority to file a complaint with the Administrative Hearing Commission charging a licensee or registrant of the board with any actionable conduct or violation, whether or not this complaint exceeds the scope to the acts charged in a preliminary public complaint filed with the board and whether or not any public complaint has been filed with the commission or board.

(3) The commission interprets this rule; which is required by law to exist for the benefit of those members of the public who submit complaints to the commission. This rule is not deemed to protect, or inure to the benefit of those licensees, registrants or other persons against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of Chapter 345, RSMo.

*AUTHORITY: sections 345.030, 345.065, 345.075 and 345.080, RSMo Supp. 1998. \* Original rule filed July 1, 1988, effective Oct. 27, 1988. Amended: Filed Nov. 16, 1998, effective July 30, 1999.*

*\*Original authority: 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.065, RSMo, 1973, amended 1981, 1995, 1998; 345.075, RSMo 1973, amended 1981, 1995, 1998; and 345.080, RSMo 1986, amended 1995, 1998.*

#### 4 CSR 150-4.100 Definitions

*PURPOSE: This rule defines the definitions used throughout these rules as related to the practice of speech-language pathology/clinical audiology aides.*

(1) Speech-language pathology aide and audiology aide—Any person who has had on-the-job training and works directly under the supervision of a licensed speech-language pathologist or clinical audiologist respectively.

*AUTHORITY: section 345.015, RSMo 1986. \* Original rule filed April 2, 1992, effective Dec. 3, 1992.*

*\*Original authority: 345.015, RSMo 1973, amended 1986.*

#### 4 CSR 150-4.105 Educational Requirements

*PURPOSE: This rule details the educational requirements for speech-language pathology and audiology aides.*

(1) To be eligible for registration as an audiology aide or speech-language pathology aide, each applicant must:

(A) Be at least eighteen years of age;

(B) Furnish evidence of good moral character;

(C) Furnish evidence of educational qualifications which shall be at a minimum:

1. Certification of graduation from an accredited high school or its equivalent; and

2. Proposed plan for on-the-job training as will be provided by a licensed speech-language pathologist or licensed audiologist (respective of registration requested) specifying employment dates, duties and responsibilities.

*AUTHORITY: sections 345.015 and 345.030 RSMo Supp. 1999. \* Original rule filed April 2, 1992, effective Dec. 3, 1992. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.110 Supervision Requirements

*PURPOSE: This rule details the supervision requirements for speech-language pathology and audiology aides.*

(1) All applications for registration to practice as a speech-language pathology aide must include a statement from a speech-language pathologist, holding current unrestricted licensure to practice in the state of Missouri pursuant to section 345.015(10), RSMo, acknowledging willingness to provide on-the-job training and acceptance of the legal and ethical responsibilities for supervising the aide.

(2) All applications for registration to practice as an audiology aide must include a statement from an audiologist holding current unrestricted licensure to practice in the state of Missouri pursuant to section 345.015(1), RSMo acknowledging willingness to provide on-the-job training and acceptance of the legal and ethical responsibilities for supervising the aide.

(3) The supervising speech-language pathologist and/or audiologist is responsible for all of the aide's activities.

(A) It is the responsibility of the supervising speech-language pathologist or supervising audiologist (respective of aide's registration) to protect the interests of all patients and/or clients at all times during which the

aide is practicing and/or interacting with patients and/or clients; this responsibility includes the supervisor's and the aide's compliance with the ethical standards of practice as specified in rule 4 CSR 150-4.080.

(B) The supervising speech-language pathologist or supervising audiologist (respective of aide's registration) retains, at all times, the primary role in determining the competency level of the aide.

(C) When the speech-language pathology aide or audiology aide is involved in diagnostic and/or intervention activities, the aide must be directly supervised. Direct supervision is defined as on-site, in view of the aide and patient/client.

(D) It is the responsibility of the supervising speech-language pathologist or supervising audiologist (respective of aide's registration) to determine the amount of indirect supervision to be provided to the aide based on the following factors:

1. The skill and experience of the aide;
2. The skill and expertise required for the task assigned;
3. The individual needs of the patient and/or client receiving services;
4. The setting in which the delivery of services is/will be performed.

(E) The supervising speech-language pathologist or supervising audiologist (respective of aide's registration) shall ensure that the scope and intensity of training for the aide encompasses all activities assigned to the aide.

(F) The supervising speech-language pathologist or supervising audiologist (respective of aide's registration) shall provide continual opportunities to ensure that the aides' practices are current and his/her skills are maintained.

(G) The supervising speech-language pathologist or supervising audiologist (respective of the aide's registration) shall provide the aide with information specifying the aides role(s) and function(s).

(H) The number of aide's supervised by a speech-language pathologist and/or audiologist shall be consistent with the delivery of appropriate quality services.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed April 2, 1992, effective Dec. 3, 1992. Rescinded and readopted: Filed July 25, 2000, effective Dec. 30, 2000.*

\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998.

**4 CSR 150-4.115 Scope of Practice**

*PURPOSE: This rule details the scope of practice for speech-language pathology and audiology aides.*

(1) The supervising speech-language pathologist shall assign all duties of the speech-language pathology aide.

(2) The supervising audiologist shall assign all duties of the audiology aide.

(3) Speech-language pathology aides may only engage in tasks that are planned, delegated, and supervised by the supervising speech-language pathologist.

(4) Audiology aides may only engage in tasks that are planned, delegated, and supervised by the supervising audiologist.

(5) The tasks performed by a speech-language pathology or audiology aide under direct supervision may include orienting the patients and/or clients to the clinical environment.

(6) The tasks performed by a speech-language pathology or audiology aide under indirect supervision may include, but not be all inclusive of the following:

- (A) Setting up the treatment area;
- (B) Providing checks and service maintenance to equipment;
- (C) Performing clerical duties;
- (D) Transporting patients and/or clients to and from treatment areas;
- (E) Constructing and modifying clinical materials as directed and specified by the supervising speech-language pathologist or supervising audiologist.

(7) Aides shall not be allowed to perform the following tasks:

- (A) Interpret observations and/or data;
- (B) Make diagnostic statements;
- (C) Determine case selections;
- (D) Disclose clinical information (data or impressions relative to patient and/or client performance, behavior, or progress) either verbally or in writing to anyone other than the supervising speech-language pathologist or supervising audiologist;
- (E) Compose or present clinical reports, verbally or in writing to anyone other than the supervising speech-language pathologist or supervising audiologist;
- (F) Refer a patient and/or client to other professionals, agencies, or individuals for services;

(G) Use a title other than speech-language pathology aide or audiology aide pursuant to respective registration issued by the board;

(H) Sign any patient and/or client documents/documentation;

(I) Discharge a patient and/or client from services;

(J) Administer or interpret hearing screenings or diagnostic tests;

(K) Fit or dispense hearing instruments;

(L) Make ear impressions;

(M) Perform any procedure for which the aide is not qualified, or has not been adequately trained, or both;

(N) Provide counseling to a patient and/or client or the patient's and/or client's family; or

(O) Write, develop or modify treatment plans.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed April 2, 1992, effective Dec. 3, 1992. Rescinded and readopted: Filed July 25, 2000, effective Dec. 30, 2000.*

\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998.

**4 CSR 150-4.120 Procedural Process for Registration**

*PURPOSE: This rule details the registration process for speech-language pathology and audiology aides.*

(1) Application for registration to practice as a speech-language pathology and/or audiology aide shall be made on forms obtained from the Missouri State Board of Registration for the Healing Arts, P.O. Box 4, Jefferson City, MO 65102.

(2) An application will not be considered as officially submitted unless completely filled out, properly attested and the application fee has been submitted and received by the board. The application fee must be submitted in the form of a cashier's check or money order payable to the State Board of Registration for the Healing Arts, drawn on a United States bank or firm. The following documents are necessary to be filed with the board in order to deem the application complete:

(A) All applicants shall submit a copy of their birth certificate confirming their date of birth;

(B) All applicants shall submit a copy of their high school graduation diploma, or a

certificate confirming their equivalency thereof;

(C) All applicants shall provide, on a form provided by the board, a proposed plan of on-the-job training, signed by the supervising licensed speech-language pathologist as specified in section 345.015(10), RSMo; or licensed audiologist as specified in section 345.015(1), RSMo (respective of type of registration requested) which shall specify employment dates, employment title, duties and responsibilities;

(D) All applicants shall provide, on a form provided by the board, a proposed plan for active employment or verification of active employment and supervision by a supervising licensed speech-language pathologist or audiologist (respective of type of registration requested) in a setting in which direct and indirect supervision is provided on a systematic basis; and a statement by the supervising licensed speech-language pathologist or supervising licensed audiologist acknowledging willingness to provide on-the-job training and acceptance of the legal and ethical responsibilities of supervising the applicant applying for registration to practice as an aide;

(E) Verification of licensure, registration and/or certification to practice in other state(s) or territories shall be submitted to the board directly from the issuing agency, documenting their record of the applicant, if applicable; and

(F) All applicants shall present with the application a recent, unmounted, identifiable photograph not larger than three and one-half inches by five inches (3 1/2" × 5") nor smaller than two inches by three inches (2" × 3").

(3) The completed application, including all documents, supporting material(s) and official transcripts required by the board, must be received at least thirty (30) days before the next regularly scheduled commission meeting. Applications completed fewer than thirty (30) days before the next regularly scheduled meeting may be scheduled for the following regularly scheduled meeting.

(4) Following the commission and board's review, the applicant will be informed by letter either that the application has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed April 2, 1992, effective Dec. 3, 1992. Rescinded*

*and readopted: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.125 Display of Certificate

*PURPOSE: This rule details the requirements for displaying a speech-language pathology and/or audiology aide certificate of registration.*

Speech-language pathology and audiology aides shall display the certificate issued by the State Board of Registration for the Healing Arts in a prominent place in each location of practice.

*AUTHORITY: sections 345.015, 345.030 and 345.065, RSMo Supp. 1999.\* Original rule filed April 2, 1992, effective Dec. 3, 1992. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.065, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.130 Renewal of Certificate of Registration

*PURPOSE: This rule details the process for renewing a speech-language pathology or audiology aide registration certificate.*

Each registered speech-language pathology or audiology aide shall biennially pay the nonrefundable fee for renewal of the certificate of registration. The executive director shall not consider a registration to be renewed until the completed registration renewal form signed by the supervising speech-language pathologist and/or audiologist and the renewal fee have been received by the State Board of Registration for the Healing Arts.

*AUTHORITY: sections 345.015, 345.030 and 345.051, RSMo Supp. 1999.\* Original rule filed April 2, 1992, effective Dec. 3, 1992. Amended: Filed July 25, 2000, effective Dec. 30, 2000.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; 345.051, RSMo 1990, amended 1995, 1998.*

#### 4 CSR 150-4.200 Definition of Uniform Functionally Based Proficiency Evaluation

*PURPOSE: This rule defines the uniform functionally based proficiency evaluation as required by section 345.015(12)(c), RSMo.*

The uniform functionally based proficiency evaluation required by section 345.015(12)(c), RSMo, shall be on a form provided by the board attesting to completion of educational requirements by the program director of the person's educational program and completion of a jurisprudence examination.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998 and 345.030, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.201 Supervision Requirements

*PURPOSE: This rule details the supervision requirements for speech-language pathology assistants.*

(1) All applications for registration to practice as a speech-language pathology assistant must include a statement from a speech-language pathologist holding current, unrestricted licensure to practice in the state of Missouri pursuant to section 345.015(10), RSMo, acknowledging acceptance of the legal and ethical responsibilities for supervising the assistant. A speech-language pathologist practicing with a provisional license pursuant to section 345.022, RSMo shall not be the supervisor for a speech-language pathology assistant.

(2) The supervising speech-language pathologist is responsible for the clinical activities of the assistant.

(3) The supervising speech-language pathologist has the responsibility of ensuring and protecting the interests of all patients and/or clients at all times during which the assistant is practicing and/or interacting with patients and/or clients; this responsibility includes the supervisor's and the assistant's compliance with the ethical standards of practice as specified in rule 4 CSR 150-4.080.

(4) The supervising speech-language pathologist shall ensure that the scope and intensity of the assistant's training encompasses all of the activities assigned to the assistant.

(5) The supervising speech-language pathologist shall provide the assistant with information specifying the assistant's role and function as well as specifying the role and function of the supervising speech-language pathologist.

(6) The supervising speech-language pathologist shall provide continuing opportunities to ensure that the speech-language pathology assistant's practices are current and skills are maintained.

(7) The supervising speech-language pathologist shall directly supervise the assistant's initial client contact. Thereafter, one out of every three sessions for each client shall be directly supervised. Direct supervision is defined as on-site, in view of the assistant and patient/client. If an alternative arrangement is necessary the supervising speech-language pathologist must submit a proposed plan of supervision for the review of the advisory commission and board to determine if the supervision plan is acceptable. All other client contacts shall be indirectly supervised. Indirect methods of supervision such as audio or video tape recording, telephone communication, numerical data, or other means of reporting may be utilized.

(8) The supervising speech-language pathologist must be available for the purpose of providing guidance and support to the assistant at all times, via telephone contact, facsimile, etc.

(9) The supervising speech-language pathologist shall review and sign all patient/client documented progress notes written by the speech-language pathology assistant.

(10) The supervising speech-language pathologist shall assign and the assistant shall accept only those duties and responsibilities for which the assistant has been specifically trained and is qualified to perform, pursuant to the judgement of the supervising speech-language pathologist, and in compliance with the provisions of Chapter 345, RSMo.

(11) The speech-language pathology assistant shall maintain supervisory logs and the speech-language pathologist shall sign verifying the hours of supervision per month, such logs shall be made available to the board within thirty (30) days upon receipt of a request for such logs from the board.

(12) The maximum number of speech-language pathology assistants supervised by one licensee shall not exceed one (1).

*AUTHORITY: sections 345.015, 345.022 and 345.030, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.022, RSMo 1995, amended 1998; and 345.030, RSMo 1973, amended 1981, 1995, 1998.*

**4 CSR 150-4.203 Scope of Practice**

*PURPOSE: This rule details the scope of practice for speech-language pathology assistants.*

(1) The supervising speech-language pathologist shall assign all duties of the speech-language pathology assistant.

(2) At the initial contact with the patient or client the speech-language pathology assistant shall identify themselves as a speech-language pathology assistant and explain that they do not act independently but under the direction and supervision of a licensed speech-language pathologist.

(3) The activities of a speech-language pathology assistant may include, but not be all inclusive of the following:

(A) Conducting speech-language and hearing screenings without interpretation;

(B) Following documented treatment plans or protocols as developed by the supervising speech-language pathologist;

(C) Documenting patient and/or client progress toward meeting established objectives as specified in the treatment plan, with documentation review by the supervising speech-language pathologist;

(D) Reporting changes in a patient and/or client's performance and progress to the supervising speech-language pathologist;

(E) Assisting the supervising speech-language pathologist during the assessment of a patient and/or client;

(F) Reporting in conferences, team meetings, etc., as directed by the supervising speech-language pathologist;

(G) Scheduling activities, preparing charts, records, graphs or otherwise display data;

(H) Communicating with a patient and/or client, or a patient and/or client's family, staff, etc., regarding the patient and/or client status as directed by the supervising speech-language pathologist;

(I) Constructing or modifying clinical materials;

(J) Participating with the supervising speech-language pathologist in research projects, in-service training, public relation programs or similar activities;

(K) Any and all duties as specified to be within the scope of the speech-language pathology assistant, as provided in Chapter 345, RSMo.

(4) Speech-language pathology assistants shall not (this list is not intended to be all inclusive):

(A) Interpret screenings;

(B) Conduct and/or interpret evaluations;

(C) Make diagnostic statements;

(D) Determine case selections;

(E) Interpret observations and/or data;

(F) Refer a patient and/or client to other professionals, agencies or individuals for services;

(G) Write, develop or modify a patient and/or client's treatment plan;

(H) Assist with the treatment of a patient and/or client without following an individualized treatment plan prepared by the supervising speech-language pathologist;

(I) Discharge a patient and/or client from treatment;

(J) Provide counseling to a patient and/or client and/or the patient's and/or client's family;

(K) Perform any procedure for which the assistant is not qualified to perform, or has not been adequately trained to perform, or both;

(L) Disclose clinical or confidential information either orally or in writing to anyone not designated by the supervising speech-language pathologist;

(M) Present written reports to anyone other than the supervising speech-language pathologist, without the supervisor's signature and approval;

(N) Sign any formal documents without review, authorization and/or co-signature of the supervising speech-language pathologist;

(O) Use any title other than speech-language pathology assistant.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998 and 345.030, RSMo 1973, amended 1981, 1995, 1998.*

**4 CSR 150-4.205 Procedural Process for Registration**

*PURPOSE: This rule details the registration process for speech-language pathology assistants.*

(1) Applications for registration must be made on forms prepared by the Advisory

Commission for Speech-Language Pathologists and Audiologists. Application forms may be obtained by writing the executive secretary for the Advisory Commission for Speech-Language Pathologists and Audiologists, 3605 Missouri Boulevard, P.O. Box 4, Jefferson City, MO 65102, (573) 751-0098.

(2) An application will not be considered as officially submitted unless completely filled out, properly attested and the application fee has been received by the board. The application fee must be submitted in the form of a cashier's check or money order payable to the Missouri Board of Healing Arts, drawn on a United States bank. The following documents are necessary to be filed with the board in order to deem the application complete:

(A) Prior to January 1, 2005 all applicants must furnish official transcripts from one or more accredited colleges or universities, confirming a bachelor's degree in speech-language pathology or an associate's degree as a speech-language pathology assistant. Such transcripts shall evidence completion of the coursework and clinical practicum requirements equivalent to that required by the Council on Academic Accreditation of the American Speech-Language and Hearing Association. Transcripts shall detail all coursework and clinical practicum hours and document the degree(s) awarded and area(s) of emphasis.

(B) On or after January 1, 2005 all applicants must furnish official transcripts confirming a minimum of an associate's degree as a speech-language pathology assistant from one or more accredited colleges or universities which present evidence of the completion of coursework and clinical practicum requirements equivalent to that required or approved by the Council of Academic Accreditation of the American Speech-Language-Hearing Association.

(C) All applicants shall furnish a statement from a speech-language pathologist holding current unrestricted licensure to practice in the state of Missouri pursuant to section 345.015(10), RSMo, acknowledging acceptance of the legal and ethical responsibilities for supervising the applicant.

(D) All applicants shall furnish evidence of successful completion of a uniform functionally based proficiency evaluation provided by the board.

(E) Verification of licensure, registration and/or certification to practice in other states or territories shall be submitted to the board directly from the issuing agency, documenting their record of the applicant, if applicable.

(F) All applicants shall present with the application a recent, unmounted, identifiable photograph not larger than three and one-half inches by five inches (3 1/2" × 5") nor smaller than two inches by three inches (2" × 3").

(3) During a registration year if there is a change in supervision, a new Supervisor Responsibility Statement must be completed by the new licensed supervisor and returned to the board. Without the completed statement on file, an assistant may not practice as an assistant until a current Supervisor Responsibility Statement is received by the board.

(4) The completed application, including all documents, supporting material(s) and official transcripts required by the commission, must be received at least thirty (30) days before the next regularly scheduled commission meeting. Applications completed fewer than thirty (30) days before the next regularly scheduled meeting may be scheduled for the following regularly scheduled meeting.

(5) Following the commission and board's review, the applicant will be informed by letter either that the application has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

*AUTHORITY: sections 345.015 and 345.030, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998 and 345.030, RSMo 1973, amended 1981, 1995, 1998.;*

#### 4 CSR 150-4.210 Display of Certificate

*PURPOSE: This rule details the requirements for displaying a speech-language pathology assistant certificate of registration.*

All speech-language pathology assistants shall display the certificate issued by the State Board of Registration for the Healing Arts in a prominent place in each location of practice.

*AUTHORITY: sections 345.015, 345.030 and 345.065, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; and 345.065, RSMo 1973, amended 1981, 1995, 1998.*

#### 4 CSR 150-4.215 Renewal of Certificate of Registration

*PURPOSE: This rule details the process of renewing a speech-language pathology assistant certificate of registration.*

Each registered speech-language pathology assistant shall pay the nonrefundable fee for renewal of the certificate of registration every two years. The executive director shall not consider a registration to be renewed until the completed registration renewal form and the renewal fee have been received by the State Board of Registration for the Healing Arts.

*AUTHORITY: sections 345.015, 345.030 and 345.051, RSMo Supp. 1999.\* Original rule filed July 31, 2000, effective Feb. 28, 2001.*

*\*Original authority: 345.015, RSMo 1973, amended 1986, 1995, 1998; 345.030, RSMo 1973, amended 1981, 1995, 1998; and 345.051, RSMo 1990, amended 1995, 1998.*